



# Rancho Los Amigos National Rehabilitation Center

## DEPARTMENT OF NURSING

### CLINICAL

## POLICY AND PROCEDURE

**SUBJECT:** Blood Glucose and Correctional Insulin  
Treatment Record During ORCHID Downtime

**Policy No.:** C204  
**Effective Date:** 11/04  
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**Purpose:** To define the procedure for documenting Blood Glucose (BG) finger stick test results and the correctional insulin administered based upon the results during ORCHID downtime.

**Physician Order:** Yes, for correctional insulin administered

**Performed By:** RN, LVN, Affiliating Nursing Students under the supervision of an RN

#### **Policy Statement:**

1. All results of BG finger stick testing and the correctional insulin administered are documented on the Blood Glucose and Correctional Insulin Treatment Record.
2. The Blood Glucose and Correctional Insulin Treatment Record should be attached with the Downtime Medication Administration Record (MAR).
3. All orders for correctional insulin based upon BG finger stick results are transcribed onto the Blood Glucose and Correctional Insulin Treatment Record during ORCHID downtime.
4. All routine insulin and oral hypoglycemic medications administered are documented on the Downtime MAR.
5. During the MAR verification process, next to the order for correctional insulin, the nurse will document "See Blood Glucose and Correctional Insulin Treatment Record".

#### **Procedural Steps:**

- I. Transcription of Correctional Insulin Orders
  - a. Write start and stop dates in the first column at the top of the form.
  - b. Indicate the frequency of the finger stick in the "Blood Glucose Finger Stick with Correctional Insulin Frequency" section.
  - c. Indicate the Time(s) due for the appropriate shift.
  - d. Write insulin type, glucose scale and insulin coverage dose in the appropriate sections.
- II. Transcription of changes in Correctional Insulin Orders
  - a. For any correctional insulin order change, initiate a new Blood Glucose and Correctional Insulin Treatment Record.
- III. Documentation of Blood Glucose Results
  - a. For each BG level, document date, time, BG results, and initials in the spaces provided.
  - b. Initial and sign the legend.

- IV. Documentation of Correctional Insulin
    - a. In the spaces provided, the administering nurse:
      - i. Documents administration time, number of units given, the site code, and initials.
      - ii. Initials and signs the legend.
  
  - V. Documentation of Patient Response or Unusual Occurrences
    - a. Write date, time, and narrative notes describing the patient response or unusual occurrence in the "Notes" section of the Blood Glucose and Correctional Insulin Treatment Record.
  
  - VI. Documenting in ORCHID after Recovering from Downtime
    - a. BG results should be back entered in EHR.
    - b. Insulin(s) administered and any notes entered in the form should be back entered into ORCHID.
    - c. File the completed downtime form in the medical record.
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**Revised By:** Morgan Baldwin, BSN, RN

**References:**

Rancho Los Amigos National Rehabilitation Center Department of Nursing Clinical  
Policy and Procedure C119.11 – Emergency Treatment of Hypoglycemia (2019)

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11/04 – New  
12/05 – Revised  
03/11 - Revised  
10/12 – Revised  
06/14 – Revised  
06/17 – Revised  
07/20 - Revised